

Approved For Release 2004/02/03 : CIA-RDP60-00594A000300050012-6

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training
FROM : Registrar/TR

DATE: 7 August 1958

SUBJECT: Weekly Activity Report No. 31
30 July - 5 August 1958

Document No. WB 13NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 09 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. I am more and more encouraged by the variety of ways in which we can serve the Agency with training data tabulated by a machine system. There remains no question in my mind but that the end results will justify the initial effort of making the conversion. We'll continue to maintain a dual system on our internal training records until I feel the machine data are accurate. In the case of external training, we'll have to retain a manual system indefinitely.

2. The Secretary of the Career Council has asked us to furnish, for Council use, a roster of the employees who attended each class of the Senior Defense Schools, and the Harvard Management Program. We have indicated that the information will be furnished very soon.

3. A & E Staff has submitted an article for the Bulletin which explains a language proficiency test developed under their auspices, including the making of language tapes. An initial check with LAS revealed that they were unaware of this development. The article has been referred to C/LAS for comment, before publication.

4. Following completion of our first running of the Training Officer Orientation course, we undertook a critical review of the program. We believe the approach and content of the course to have been proved sound. Some minor adjustments in scheduling will be made, however.

We are planning for a second running, with three students, in late August or early September.

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5. The first Weapons Course of FY 59 will begin at Sandia Base, New Mexico, on 11 August 1958. Our five spaces for this course have been filled by OSI (4) and ORR (1).

6. Plans are under way to expand the language portion of the OTR Exhibit so as to include more information on the Language Awards Program. We have talked with [] and asked [] to prepare some initial sketches that might be suitable.

7. Arrangements are being made for the return to Washington of several Agency employees who have been engaged in full time external training programs during the past year. Included in this group are:



8. The new Government Employees Training Bill gave me a 270-day crutch to lean on in convincing the Publication Control Staff that revision of [] by OTR would accomplish little now that could not be improved by postponement.

9. Chief, Standards Branch, attended the initial offering of the Audio Countermeasures Orientation course. This three-hour lecture and demonstration program is one of several steps being taken by the Office of Security to discharge its responsibility for protection of the Agency against hostile penetration by technical means. The Orientation course is designed to give persons going overseas, case officers in particular, an appreciation of the enemy audio surveillance threat and an elementary knowledge of practical countermeasures such as physical search and the use of readily available equipment. The presentation was ably handled by [] of the Technical Branch. Five students attended.

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10. During the week 30 July - 5 August 1958, there were 436 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

162 enrolled in 27 classes (9 languages) before hours
78 enrolled in 14 classes (7 languages) after hours
86 enrolled in 16 classes (10 languages) during hours
25 enrolled in 3 Operations School courses
47 enrolled in 3 Intelligence School courses
28 enrolled in 2 Communism School courses
10 enrolled in 1 area course.

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